Home Visit Policy

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Contents:

Statement of intent

1. Personal safety
2. Training
3. Home visits
4. After the visit
5. Child protection and safeguarding
6. Review and monitoring

Statement of intent

Staff at Raddlebarn Primary School firmly believe that regular good knowledge of children, relationships with parents and attendance are essential to the successful academic development of pupils.

Home visits are essential in gaining a full understanding of each child and building relationships with parents and children. For this reason, we believe that clear procedures must be in place when carrying out home visits.

Since staff members are entering private property, it is important that all parties are made aware of the rules and procedures. The staff members carrying out the home visit will maintain the highest professional standards at all times.

1. Legal framework

1.1. This policy has due regard to the following legislation, including, but not limited to the:

- Education Act 1996.
- The Education (Pupil Registration) (England) Regulations 2006.
- Health and Safety at Work etc Act 1974

1.2. This policy is designed to be used in conjunction with other school policies such as:

- Child Protection and Safeguarding Policy.

2. Personal safety

2.1. It is the responsibility of staff members to keep themselves safe at all times. They must avoid any situations that may risk their safety.

2.2. Staff members must carry a mobile phone at all times. The number will be recorded and held by the staff in the school office.

2.3. Staff members will 'check in' by calling the school office after each home visit to update the school office of their whereabouts and let the school know that they are safe.

2.4. Office staff must be informed of any home visit being completed, and, where applicable, have a copy of the schedule of home visits being carried out. Schedule must contain details of time slots and addresses.

2.5. Parents/carers must be aware that the visit is taking place beforehand, unless the visit is required for safeguarding reasons.

2.6. Appointment records must include the time and location along with the name of the pupil.

2.7. If the staff members feel that they are in immediate danger, they must contact the police immediately and then notify the school office as soon as possible after this.

2.8. Details of the vehicles used by staff members, including make, model, registration number and colour, must be held in the school office. All vehicles must have the required up-to-date insurance.

2.9. No staff members will attend any member in a private home alone. There must always be two members of staff.

3. Home visits

3.1. Home visits allow the school to learn the about each child. They allow parents to discuss any medical or behavioural difficulties in private with the class teacher. Following this dialogue with parents/carers, staff can offer the required support.

3.2. A list of visits will be compiled. This list will include the name and address of the pupil, the name and contact details of the parent/carers.

3.3. If the parents/carers are not present at the arranged time, the staff member should wait no longer than 10 minutes. A note (containing school logo where possible) should be posted informing parent/carer that their home visit was missed.

3.4. Identification cards will be worn at all times. They will be clearly displayed on the front and outside of clothing.

3.5. A house should not be entered if the staff feel unsafe.

3.6. Staff must be respectful when carrying out a home visit and remove shoes if requested.

3.7. If there are potentially dangerous animals in the house, staff will request that they are kept in a separate room. If the parent/carer refuses, or is unable to adhere to this request, the visit will be cancelled.

3.8. After the visit staff will 'check in' by calling the school office.

4. After the visit

4.1. Once a visit has ended, any agreements made between staff and parents/carers will be recorded and kept in the pupil's record on CPOMS.

4.2. Important information obtained, e.g.medical, dietary requirement information will be recorded and added to children's records on CPOMS and Scholarpack

4.3. If parent/carer passes on any information of changed details e.g. contact telephone number etc, staff must pass this on to office staff for records to be updated on Scholarpack.

5. Child protection and safeguarding

5.1. Before school staff are appointed, the appropriate background checks must be obtained. This must include an enhanced Disclosure and Barring Service (DBS) certificate and barred list check.

5.2. Any safeguarding concerns will be passed onto DSL.

6. Review and monitoring

6.1. This policy will be reviewed if any incidents occur.